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22 May 1952

MEMORANDUM FOR: CHIEF, SUPPORT STAFF

25 YEAR RE-REVIEW

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. Based upon oral agreement with General Counsel, Comptroller's Office, and Area Commandant a revised [] for [] has been approved by Col. Baird and is to be submitted to DD/A for final approval.

b. A meeting was held with Budget Division covering revision of OTR 1953 budget and the estimates of 1954 budget. The call for estimates is forthcoming. The tentative date for submission of estimates to Comptroller's Office is 23 June 1952.

c. The first group of badges for [] has been finished by I&S and delivered to []

d. Approval was obtained for an additional 8 hour guard-post for the Interim Training Area in the R & S Building.

e. Equipping of the offices of project [] was completed.

g. The clerical situation of OTR does not appear to be improving, principally because of anticipated resignations, LWOP, reassignments, transfers, and vacations.

Administrative Officer, OTR

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